

OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS

TO : Chief, General Services

FROM : Chief, Records Management & Distribution Branch

SUBJECT: **Weekly** Report of Operations for the period ending
1 October 1953

A. Personnel	On Duty	Vacancies	In Process
Office of Chief		1	1
Rcds. Mgt. Section		0	7
Rcds. Center Section		1	0
Mail Control Section		2	23
		5	31

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1. No. on leave three days or more:

Records Mgt. Section- 1
Mail Control Section- 2
Records Center Sec.- 0

2. No. on special detail out of office 1. How long?

Records Mgt. Section- 0
Records Center Section- 0
Mail Control Section- 1

3. Where: **One man in Transportation Division as full time courier.**

4. No. pending resignation, transfer and/or reassignment:

Records Management Section- 0
Records Center - 5
Mail Control - 13

5. Specific cases on item 4 not in previous reports. _____

6. New applicants interviewed -. Recruited by Personnel -.
Recruited by this office -.

B. Administration and Problems:

Records Management Section - The following is a summary of a meeting between [] OIC (Secretary IAC) to discuss a report on their Records Management Program submitted to Chief, General Services:

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1. Records Control Schedules. [] agreed that such a schedule would be useful and needs to be prepared. He was unable, however, to develop specific details for accomplishing this. He reported having destroyed "tons" of paper in a recent clean up in their files.
2. Proposed Agency File Manual. [] was extremely critical of this proposed Handbook. He feels that the Subject List does not adequately cover the Agency's records material. He questions the advisability of issuing it in its present form.
3. It was agreed that a records analyst from this office would study the OIC records material for the purpose of developing a Subject List that would conform to the Agency standard. A tentative date of 19 October has been established to start this work.

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The multilith mats for the Agency File Manual have been forwarded to Printing and Reproduction for the preparation of the copies to be circulated for Agency-wide concurrence.

The Vital Materials Training Program for Area Records Officers at the Repository was postponed.

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[] of DD/P accompanied the weekly trip to the Repository for the purpose of effecting a deposit and inspection of facilities.

Records Center Section - Clearance was obtained for access to the records of FEA in National Archives custody for three individuals from OCD.

Supplemental requests for distribution material are now being handled on a current basis although some backlog continues in other phases of the work. An additional 74 man-hours was made available for this work through the assignment of a messenger and a clerk during the week.

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Week ending 1 October 1953

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	<u>This Week</u>	<u>Average Week Last Fiscal Year</u>
1. Microfilming		
Images Filmed - Rotary Camera	0	18,697
Flat-bed Camera	35,604	9,735
2. Records Center - (all figures in cubic feet)		
Records received for processing and storage	20	-
Reference to records material	173	178
Records material destroyed	0	-
3. Supplemental Distribution Center		
a. New material for stock:		
Information Reports	873	624
Intelligence Reports	61	145
b. Supplemental Distribution:		
Information Reports	* 610	306
Intelligence Reports	150	191
Notices	6	32
Regulations	5	144
Others	1	9
c. Initial Distribution:		
Notices	2	3
Regulations	0	1.7
Others	0	.5
4. Mail Activities		
a. Post Office Mail:		
Incoming	5,763	5,064
Outgoing	9,308	6,537
b. Postage expended	\$800.83	\$800.12
c. Scheduled courier trips	240	240
d. Special courier trips	64	55.3
e. Inter-Agency mail by courier		
Incoming	1,077	956
Outgoing	949	1,313
f. Personnel actions:		
Recruitments	0	-
Separations	2	-
g. Use of Motor Pool Vehicles:		
Available	3	-
Available but delayed	0	-
Not available	0	-

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2,750 sheets of Ozalid paper used in preparation on these reports.

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